



ARKANSAS SECRETARY OF STATE

EMPLOYMENT APPLICATION

■ Applications for employment with the Secretary of State of Arkansas, or any subdivision thereof, are accepted without regard to sex, race or color, national origin, handicap / disability, age, religion, or political affiliation. Conviction of a crime does not automatically bar any applicant from employment or other opportunities with the State of Arkansas.

■ Applications, once filed, may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

■ Applications filed do not create a contract of employment with the Secretary of State. If any individual is hired, employment is not for any definite period of time.

■ Individuals hired will also be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986.

■ Qualified applicants with disabilities, as defined in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, may request any needed accommodations to participate in the application process.

■ Act 228 of 1997 specifies that no person who is required to register with the Selective Service System shall be eligible for employment by the State of Arkansas unless the person has signed a statement of selective service status. It further requires that the statement of selective service status must be sworn under penalty of perjury that the person is either registered in accordance with the Military Selective Service Act or excused from such registration.

EQUAL EMPLOYMENT DATA This section is designed to collect information which will be used in the completion of various state and federal reports and will not be used in the processing of, or remain part of, your application. The completion of this section is **voluntary**.

Applicant's Name _____

Social Security Number _____

Date of Birth _____ ☐ Male ☐ Female

■ **Check one of the four (4) listed which you consider yourself to be:**

- ☐ White (Descendant of the original peoples of Europe, North Africa, or the Middle East)
- ☐ Black (Descendant of the black racial groups in Africa)
- ☐ American Indian or Alaskan Native (Descendant of any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition)
- ☐ Asian or Pacific Islander (Descendant of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands)

Do you consider yourself to be Hispanic (A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture origin, regardless of race)? ☐ Yes ☐ No

■ **Military History**

If you believe you may be eligible for veterans preference consideration, complete this section. The Arkansas Veterans Preference Act states specific requirements which must be met in order to be eligible for veterans preference. Under certain conditions, spouses, widows, or widowers of qualified veterans may also be eligible for veterans preference. For consideration of veterans preference, proof such as a DD-214, current letter from Veterans Administration, or other official documentation may be required. Specific questions regarding veterans preference should be addressed to individual state agency personnel offices.

Have you served on active duty in the United States military, excluding Active Duty for Training (AcDuTra) and Reserve Military Annual Training (AT)? ☐ Yes ☐ No

Branch of Service _____

Date of Entry _____

Date of Discharge _____

Type of Discharge _____

■ **How did you learn of this job opening?**

- ☐ Newspaper
- ☐ Employment Security Department
- ☐ Agency announcement
- ☐ Educational Institution. Name of Institution: _____
- ☐ Other Explain: _____

APPLICATION FOR EMPLOYMENT

Please answer all questions which apply to you. If they do not apply, mark them N/A. **Please print, type or write legibly.**

LAST NAME		FIRST NAME		MIDDLE NAME	
COMPLETE MAILING ADDRESS		CITY	STATE	ZIP CODE	COUNTY
HOME PHONE NUMBER		WORK PHONE NUMBER		MESSAGE OR OTHER PHONE NUMBER	

Position(s) for which you are applying. ***This section must be completed.***

1. _____
2. _____
3. _____
4. _____

EMPLOYMENT STATUS SECTION

Middle	Will you accept employment anywhere in the State? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, where would you accept employment? _____
First	Will you accept any type of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, check which type(s) of employment you will accept. <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
	Have you ever filed an application for employment with this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what was your name at that time? _____
	Have you ever been employed by Arkansas State Government? <input type="checkbox"/> Yes <input type="checkbox"/> No
	List professional license(s) relevant to position(s) for which you are applying. Give type of license, license number, date of expiration, and state. _____
	May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	May we contact your former employer(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATIONAL HISTORY

HIGH SCHOOL	Received:	If None, Highest Grade Completed _____
	<input type="checkbox"/> Diploma <input type="checkbox"/> G.E.D. <input type="checkbox"/> Certificate: Type Awarded: _____	

■ List below post secondary schools, colleges, universities, trade / vocational, or others attended:

Name and Location	Major / Minor	Hours Completed (See note below)	Graduated? Yes / No	Degree or Diploma Awarded

Note: For hours completed, indicate whether semester hours, quarter hours, clock hours, etc.

WORK HISTORY

List **all** prior work experience, **including military service**, beginning with your most recent employment. (Include **all** work experience **even if** you do not believe that experience to be related to the position or positions for which you are applying.) You may **include volunteer or unpaid work** as part of your work history; however, you should include the number of hours per week which you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation. If you wish to include a resume to supplement the work history section, make sure all the requested information is included.

1.	Current or most recent employer		Business phone number		EMPLOYMENT DATES	
	Complete mailing address	City	State	ZIP Code	From	Month Year
	Type of business				To	Month Year
	Supervisor's name				Average hours worked	
	Name under which employed		Your job title		per week	
	Your job duties (be specific)				Salary	
					\$ Lowest \$ Highest	
Reason for leaving						
2.	Former employer		Business phone number		EMPLOYMENT DATES	
	Complete mailing address	City	State	ZIP Code	From	Month Year
	Type of business				To	Month Year
	Supervisor's name				Average hours worked	
	Name under which employed		Your job title		per week	
	Your job duties (be specific)				Salary	
					\$ Lowest \$ Highest	
Reason for leaving						
3.	Former employer		Business phone number		EMPLOYMENT DATES	
	Complete mailing address	City	State	ZIP Code	From	Month Year
	Type of business				To	Month Year
	Supervisor's name				Average hours worked	
	Name under which employed		Your job title		per week	
	Your job duties (be specific)				Salary	
					\$ Lowest \$ Highest	
Reason for leaving						

4.	Former employer		Business phone number		EMPLOYMENT DATES	
	Complete mailing address	City	State	ZIP Code	From _____ Month Year	
Type of business					To _____ Month Year	
Supervisor's name					Average hours worked	
Name under which employed			Your job title		per week _____	
Your job duties (be specific)					Salary	
					\$ _____ \$ _____ Lowest Highest	

Reason for leaving

5.	Former employer		Business phone number		EMPLOYMENT DATES	
	Complete mailing address	City	State	ZIP Code	From _____ Month Year	
Type of business					To _____ Month Year	
Supervisor's name					Average hours worked	
Name under which employed			Your job title		per week _____	
Your job duties (be specific)					Salary	
					\$ _____ \$ _____ Lowest Highest	

Reason for leaving

6.	Former employer		Business phone number		EMPLOYMENT DATES	
	Complete mailing address	City	State	ZIP Code	From _____ Month Year	
Type of business					To _____ Month Year	
Supervisor's name					Average hours worked	
Name under which employed			Your job title		per week _____	
Your job duties (be specific)					Salary	
					\$ _____ \$ _____ Lowest Highest	

Reason for leaving

SPECIAL SKILLS

Typing Speed (corrected words per minute):
List the business machines, computers, and word processors you can operate:
List any other skills relative to the job(s) for which you are applying:

REFERENCES

- Please list three (3) persons **not** related to you who have knowledge of your work qualifications, are **not** previous or current employer(s), and can serve as a reference for you.

Name	Address	Telephone
1.		
2.		
3.		

NEPOTISM

- Do you have any relatives employed by the Secretary of State? ☐ Yes ☐ No If yes, complete the remainder of this section.

(This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism.)

Name	Relationship

■ Before you sign this application

Check over your answers to make sure that all the questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the below signed individual, hereby declare that, to the best of my knowledge and my ability, the information on this application is true and factual.

I understand that if I am hired, my employment is not for any definite period of time, and I may be terminated at any time.

I understand that if I state I have a college degree, and do not have one, my application may be rejected or, if hired, I may be terminated in accordance with Arkansas Code 21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Driver's Risk Program, my application may be rejected and, if hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.

I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.

I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment or as a condition of employment, and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.

I understand that the Secretary of State's Office may impose additional requirements as a condition of application or employment.

I affirm that it is my genuine intent to seek employment in Arkansas State Government, and this application is submitted solely for that purpose and for no other purpose.

Signature of applicant

Date of signature



Arkansas Secretary of State

State Capitol Little Rock, Arkansas 72201-1094 (501) 682-1010

STATEMENT OF SELECTIVE SERVICE STATUS IN COMPLIANCE WITH ACT 228 OF THE 1997 ACTS OF THE ARKANSAS GENERAL ASSEMBLY

I understand that to be eligible for employment with the State of Arkansas I must register, or be exempt from registration, with the Selective Service System in accordance with the Military Selective Service Act, 50 U.S.C. Appx §451 et seq., as specified in Act 228 of the 1997 Acts of the Arkansas General Assembly. I therefore swear or affirm under penalty of perjury that I have registered with the Selective Service System, or I am exempted from such registration because of the following provision(s) of the Military Selective Service Act of Act 228 of the 1997 Acts of the Arkansas General Assembly.

☐

I am a female

☐

I am a current member of the armed forces on active duty

☐

I am under 18 years of age

☐

I am 26 years of age or over

☐

I am an exempted resident alien

☐

Other, please specify

Name (Please Print)

Date

Signature

eff. 7-31-97



Notice to Applicants For Employment with the Arkansas Secretary of State's Office

- The Arkansas Secretary of State's Office is an Equal Opportunity Employer.
- An application will be given employment consideration only if the applicant **completes the entire application and indicates the job title(s)** for which he or she is making application. The applicant must sign and date each application. Resumes are accepted to supplement the application, but should not be submitted in place of the application.
- Employment applications postmarked by 5:00 p.m. on the closing date of any advertised vacancy will be accepted for consideration of the vacancy. The Secretary of State's Office is not responsible for delayed delivery by any postal service.
- The application will be kept on file for six months. After that time, the applicant must re-apply to be considered for vacancies.
- An applicant may be eligible for veterans preference if he or she meets specified requirements. Veterans status may enhance an applicant's eligibility for hire. Veterans should contact the Secretary of State's Human Resources Office at (501) 682-8032 for more information.
- To notify applicants selected for interviews, hiring supervisors will contact applicants via the phone numbers and addresses provided on this application. If contact cannot be made after reasonable effort, the applicant will be removed from consideration for employment.
- The Secretary of State's Office strives to maintain a drug-free workplace in accordance with state and federal laws and agency policy. Under this policy, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the work place is prohibited. Any individual hired as an employee of the Secretary of State's Office who violates this policy will be subject to discipline up to and including termination.
- It is the policy of this agency and of the State of Arkansas that discrimination by any officer or employee based upon race, creed, religion, national origin, age, sex, or gender shall be grounds for dismissal. A determination by any court of law that any employee is guilty of discrimination shall also be grounds for dismissal.

This Application Should Be Returned To The Address Shown Below.

HUMAN RESOURCES MANAGER
SECRETARY OF STATE'S OFFICE
STATE CAPITOL, ROOM 012
LITTLE ROCK, ARKANSAS 72201-1094